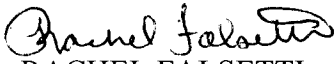


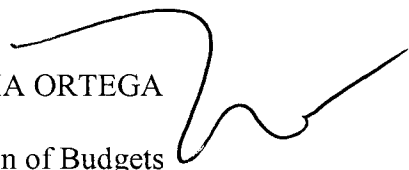
## Memorandum

*Flex your power!  
Be energy efficient!*

To: DISTRICT DIRECTORS  
DISTRICT PROJECT DELIVERY-Single Focal Points

Date: March 22, 2007

From:   
RACHEL FALSETTI  
Acting Chief  
Division of Transportation Programming

  
NORMA ORTEGA  
Chief  
Division of Budgets

Subject: Project Allocation Funds Request Process Improvement Implementation

Effective immediately, the Division of Budgets and the Division of Transportation Programming are implementing a new Funds Request process. This process applies to State Highway Operation and Protection Program, Traffic Congestion Relief Program, "on-system" State Transportation Improvement Program requests. The information and forms are available at <http://www.dot.ca.gov/hq/transprog/allocation.htm>.

The streamlined Funds Request process results in the following:

1. Standardizes the Funds Request form so that all pertinent information can be included at the time of Funds Request submittal.
2. Coordinates and realigns the timing of Funds Request submittals to reduce the number of revisions.
3. Clarifies roles and responsibilities to reduce redundancy of effort.
4. Improves communication so information is available in a timely manner.

We are committed to continuous improvement and encourage your feedback. As such a customer survey form is available on the website.

c: Cindy Mckim  
Karla Sutliff  
John McMillan